

Instructions for the “Institutional Application and Agreement for Participation in the Work-Colleges Program” for the 2008-2009 Award Year

Instructions for Current Participants

It is important that you read the “Institutional Application and Agreement for Participation in the Work-Colleges Program” for the 2008-2009 Award Year thoroughly before completing and submitting it to the Department. Although your school currently participates in the program, please review all the requirements under the Work-Colleges Program to ensure that your school will still be eligible for the 2008-2009 Award Year. In addition, you must perform a careful review of the funds needed under the Work-Colleges Program before requesting an allocation for that program.

You must submit a completed “Institutional Application and Agreement for Participation in the Work-Colleges Program” for the 2008-2009 Award Year to the Department by the March 7, 2008 deadline. You **must** transmit your application and agreement electronically. To access the application, log in to the eCampus-Based (eCB) system (<http://cbfisap.ed.gov>) and select the “Work-Colleges Application” link at the top of the page. You will also be required to print the application and agreement to provide an original signature that must be mailed or hand delivered to:

United States Department of Education
Federal Student Aid
Campus-Based Systems and Operations Division
Work-Colleges Program
830 First Street, NE, Room 63B3
Washington, DC 20202-5453

If the printed and signed application and agreement is to be hand delivered, you must use the address provided above except the zip code will be 20002.

Instructions for New Applicants

If your school is **not currently participating** in the Work-Colleges Program, you are considered a **new** applicant. As a new applicant you must also submit documentation in addition to your electronically transmitted application and agreement and the signed printed copy of the form by the March 7, 2008 deadline. Your documentation and the printed application and agreement with original signature **must** be sent directly to the address above.

You must submit any documentation that will verify that your school meets the specific requirements for the Work-Colleges Program as indicated in Section 448 of the Higher Education Act of 1965, as amended, and the applicable regulations. Although you must meet all of the general requirements, your documentation must specifically show that (1)

your school is a public or private nonprofit institution, (2) your school has operated a comprehensive work-learning program for at least *two* years which is a student work/service program that is an integral and stated part of the institution's educational philosophy and program, and (3) all resident students who reside on campus must participate in a comprehensive work-learning program as part of their enrollment, participation, and graduation.

Your documentation must also demonstrate that the work-learning program for your school includes (1) learning objectives, evaluations, and a record of work performance as part of each student's college record, (2) programmatic leadership by college personnel at levels comparable to traditional academic programs, (3) recognition of the educational role of work-learning supervisors, and (4) consequences for non-performance or failure in the work-learning program similar to the consequences for failure in the regular academic program. Some examples of acceptable documentation are:

- School catalog
- Other school publications
- Work-learning program policies and procedures
- Financial aid procedures
- Academic policies and procedures
- Student work-learning records
- Course curriculums

If your school is determined to be eligible for participation in the Work-Colleges Program, the school's eligibility will be added to the eCB system and an award will be issued. We will notify the school by e-mail that the award is reflected in the Statement of Account posted on the eCB Web site. If your school is determined to be ineligible for participation, you will receive a letter that will explain why your eligibility was denied.

Information on Participation in the Work-Colleges Program

The Work-Colleges Program is one of the three Federal Work-Study Programs. The other two Federal Work-Study Programs are the Federal Work-Study (FWS) Program and the Job Location and Development (JLD) Program.

An institution participating in the Work-Colleges Program receives an allocation under the FWS Program and another allocation under the Work-Colleges Program. The institution must set up two accounting records, one for each of these programs even if the institution decides to transfer a portion or all of its FWS allocation into the Work-Colleges Program. This is true even though the allocation for the FWS Program and the Work-Colleges allocation are in one GAPS account. When an institution at its option transfers a portion or all of its FWS allocation into the Work-Colleges Program, the accounting records for each program must clearly show that transfer.

Any of the FWS allocation transferred into the Work-Colleges Program as well as the Work-Colleges Program allocation must always be matched on a dollar-for-dollar basis.

Any of the FWS allocation not transferred into the Work-Colleges Program must follow the various match rates required under the FWS Program. However, those FWS match rates do not apply to funds spent under the Work-Colleges Program for either the FWS allocated funds transferred into the Work-Colleges Program or the Work-Colleges allocated funds.

As a Work-College participating in the Work-Colleges Program, the institution among other things must require all resident students who reside on campus to participate in a comprehensive work-learning program. The institution may only award and pay funds under the Work-Colleges Program to those students who have a financial need. The Work-Colleges Program award given to a student must not exceed the student's need. Resident students without a financial need and resident students whose need has been met must be paid with only institutional funds.

When an institution receives an FWS allocation, even if it decides to transfer a portion or all of that allocation into the Work-Colleges Program, the institution (unless it receives a waiver) must spend at least seven percent of its total FWS allocation to pay students employed in community service activities. Further, in meeting this requirement at least one student must be employed as a reading tutor for children or performing family literacy activities. Although these set requirements do not apply to the Work-Colleges allocation, if the institution transfers a portion or all of its FWS allocation into the Work-Colleges Program, it must still meet the requirements above.

It is important to note that one of the purposes of the Work-Colleges Program is to encourage students to participate in community service activities. Also, under the Work-Colleges Program an institution may use program funds to administer and develop community-based work-learning alternatives that expand opportunities for community service. In addition, an institution may use those funds to promote the work-learning experience as a tool for community service-learning opportunities.

Students employed under the Work-Colleges Program in community service as reading tutors for children or performing family literacy activities or as mathematics tutors for children must still be paid with funds that are matched by the institution on a dollar-for-dollar basis. The Federal share of 100 percent is only allowed for those types of employment under the FWS Program and not the Work-Colleges Program. Again, all funds spent under the Work-Colleges Program must always be on the matching basis of dollar-for-dollar.

It is important to note the following information regarding the percentages for other elements that are not compensation items or community service items under the Work-Colleges Program versus the FWS Program, please note the following:

- Under both the FWS Program and the Work-Colleges Program, an institution may carry forward and carry back funds up to 10 percent of its allocated funds under either program.

- Under both the FWS Program and the Work-Colleges Program, an institution may receive the regular administrative cost allowance based on total compensation paid to eligible students (five percent for the first \$2,750,000 spent under campus-based, etc). However, in this case you may not claim funds twice by also using the separate Work-Colleges allowable administrative allowance to pay for the same costs.
- Under the FWS Program, an institution may transfer up to 25 percent of the FWS allocation to the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. The institution may not transfer any of the Work-Colleges allocation to the FSEOG Program.
- Under the JLD Program, an institution may use the lesser of 10% of its FWS allocation or \$50,000 of its FWS allocation for the JLD Program. Under the Work-Colleges Program, there is no limit set for JLD activities. Under the JLD Program, the Federal share can be as high as 80 percent when using the FWS allocation. When performing JLD activities under the Work-Colleges Program the match is always on a dollar-for-dollar basis.